

7 JUL 1999

CHAPTER 3
APPENDIX A

FORMAT FOR MESSAGE OR LETTER PASSENGER RESERVATION REQUEST (PRR)

| <u>Item</u> | <u>Information Required</u> | <u>Remarks</u> |
|-------------|-----------------------------|---|
| 1. | Name/Grade/Title | Complete last name, first name, and middle initial, and Navy Grade/Rate or Civilian Rating, as applicable, of each person for whom a seat is requested in item 3. Include dates of birth of children. |
| 2. | SSN/Officer | Traveler or sponsor Social Security Number is required on all PRRs. Officer Designator is required for military personnel or their dependents. |
| 3. | Seats Required | Enter the total number of seats required. |
| 4. | Special Passenger Category | <p>If the request contains passenger(s) who fall within categories listed below, code as indicated. Otherwise, omit item.</p> <p>A - Civilians or dependents not otherwise described in references (c) and (d).</p> <p>B - Civilians or military personnel paying cash in lieu of using a CIC, or for whom special credit billing procedures (Account Handling) must be applied.</p> <p>C - Military husband traveling with military spouse.</p> <p>D - Blue Bark or next of kin deceased.</p> <p>E - Minor dependents</p> <p>G - Exercise or contingency</p> <p>H - Foreign Nationals</p> <p>J - School Teaches</p> <p>K - School Key Officials</p> <p>L - Handicapped passenger</p> |

- 7 JUL 1990

APPENDIX A
(continued)

| <u>Item</u> | <u>Information Required</u> | <u>Remarks</u> |
|-------------|--|---|
| | | M - Retirees |
| | | N - Separatees |
| | | P - Prisoners |
| | | R - Prisoner Escorts |
| | | S - Board Actions |
| | | U - Military escort accompanying passengers |
| | | W - Passengers (other than prisoners) being escorted by armed or unarmed escort |
| 5. | Excess Baggage | Normally, two pieces of baggage per passenger are authorized on all AMC flights. Omit item if no excess baggage is authorized. If excess baggage (over and above the normal baggage allowance) is authorized, indicate the number of pieces of excess baggage authorized. |
| 6. | Transportation Passenger Movement Priority | Enter appropriate transportation movement priority code if shown in orders. Otherwise, omit item. |
| 7. | Type Travel Code | Refer to appendix D of reference (a). |
| 8. | Date of Detachment/ Graduation | Enter date of detachment from present duty station, or date of graduation, if member is a student. |
| 9. | Availability Departure Date | Preferred date of departure from APOE. Indicate day and month travel is desired from APOE after completion of authorized DELREP/TEMADD/TAD/TEM DU/TDY and travel time. |

7 JUL 1988

APPENDIX A

(continued)

| <u>Item</u> | <u>Information Required</u> | <u>Remarks</u> |
|-------------|--------------------------------|--|
| 10. | Mandatory Departure | Date by which the traveler must depart in order to arrive at destination in time to fulfill mission requirements (official commitment, conference, reporting deadline, etc.). If no mandatory date in orders, omit (this time is not applicable for dependents). |
| 11. | Origin Station | Enter geographical location of present duty station, or in the case of ships, the port where the individual will be detached. If detached overseas, state location. |
| 12. | Ultimate Duty Station | Permanent or temporary duty station (activity or ship to include the UIC) to which traveler is ending one-way trip. (Use Plain Language Address (PLA)). |
| 13. | Intermediate Duty | Station to which traveler will report for TEMADD/TAD/TEM DU/TDY while en route to ultimate duty station. |
| 14. | Leave Address After Detachment | Provide leave address, ZIP code, and telephone number (including area code). |
| 15. | Orders Directing Transfer | Submit order number/TC directing PCS transfers. (Example: BUPERS Order 123456 for officers; BUPERS TC B0155 for enlisted.) Submit TANGO number and date orders issued for TEMADD/TAD/TEM DU/TDY |
| 16. | Additional Information | Furnish any pertinent information, e.g., location of dependents, if not in vicinity of |

7 JUL 1998

APPENDIX A
(continued)

| <u>Item</u> | <u>Information Required</u> | <u>Remarks</u> |
|-------------|-----------------------------|---|
| | | members PDS, number of autos owned/shipping, number of pets being shipped, verification of dependency status of student 21 yrs of age and under 23 yrs of age, circuitous travel desired (specify), etc. |
| 17. | Return Date | If traveler is on TEMADD/TAD, provide date available for return transportation to duty station. |
| 18. | Return Origin | Point where temporary duty traveler will be available for return transportation. |
| 19. | Return Destination | Point to which temporary duty traveler must return. |
| 20. | Passports | MEMBER/SPONSOR. If travel is to a destination requiring a passport, and a no-fee passport is in traveler's possession, GIVE PASSPORT NUMBER AND EXPIRATION DATE. If applying for a no-fee passport, give date and place of birth, and date and place passport application submitted. DEPENDENT. If dependent(s) are traveling to a destination requiring a passport, and no-fee passports are in their possession, GIVE PASSPORT NUMBER AND EXPIRATION DATE FOR EACH DEPENDENT. If applying for a no-fee passport, give date and place of birth, and date and place each passport application was submitted. |
| 21. | Dependent Travel | For dependent travel, provide the following information: A. Expiration of active obligated |

7 JUL 1998

APPENDIX A
(continued)

| <u>Item</u> | <u>Information Required</u> | <u>Remarks</u> |
|-------------|-----------------------------|---|
| | | member or obligated service date of Naval Reservist. |
| | | B. Estimated date dependents will be available to depart CONUS. |
| | | C. DoD-prescribed accompanied tour length as indicated in the OFFTRANSMAN and/or ENLTRANSMAN. |
| | | D. Suitability of member and dependents for residency overseas. See OFFTRANSMAN and/or ENLTRANSMAN. |
| | | E. Designated location of travel if not to the sponsors overseas location. Refer to par.U5222-C4, D1, D2 and D3 of reference (c). |
| 22. | Fiscal Data | For personnel detaching from deployed units, include funding appropriation to be used by the NAVPTO in case routing via commercial transportation may be required and an AMC CIC in case routing is via AMC transportation. |
| 22. | Fiscal Data | For personnel detaching from deployed units, include funding appropriation to be used by the NAVPTO in case routing via commercial transportation may be required and an AMC CIC in case routing is via AMC transportation. |